

GSA's Federal Supply Service IT Acquisition Center's

How to Prepare a Quality IT Offer

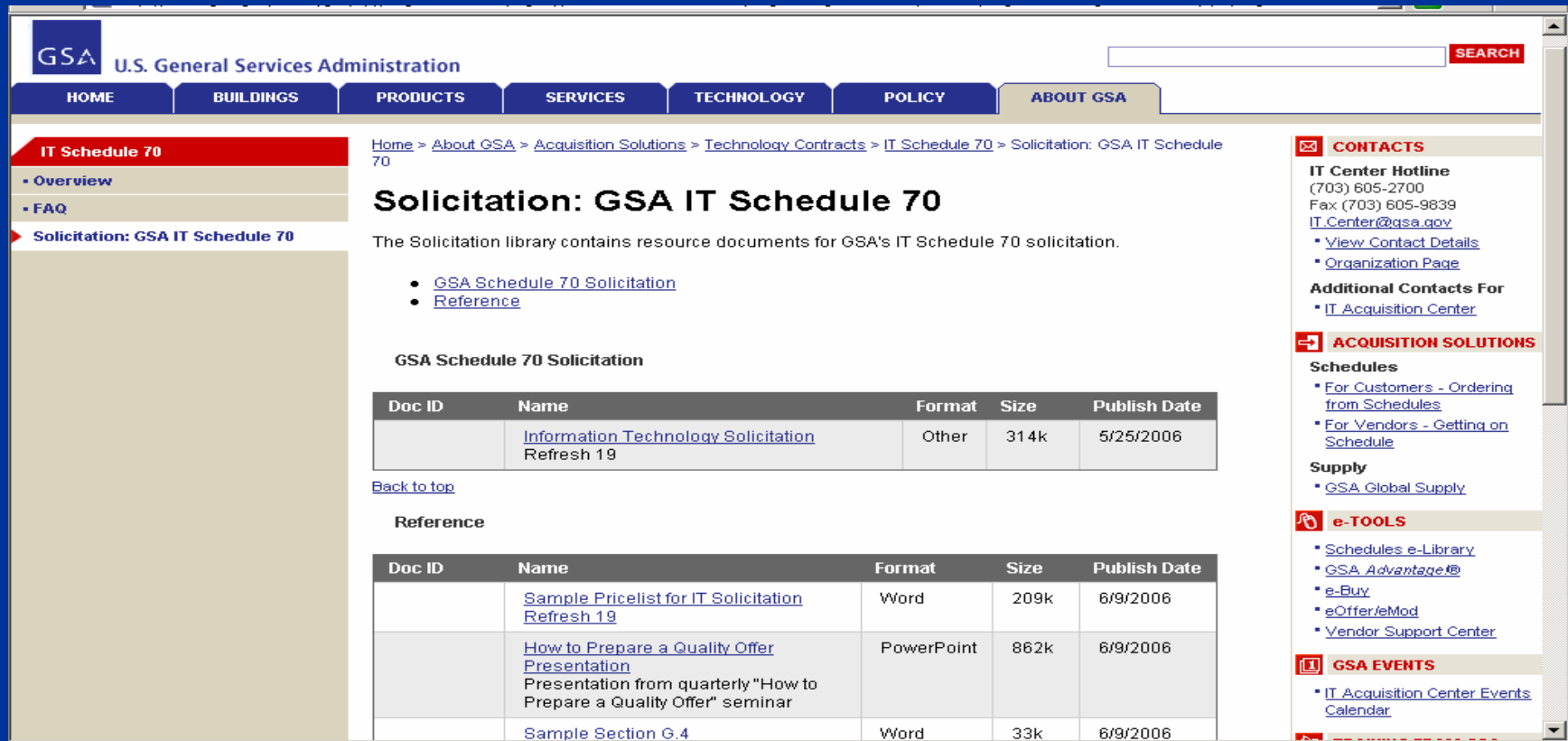
for
Solicitation
FCIS-JB-980001B



Where to Start

• Obtain Solicitation

1) Go to www.gsa.gov/schedule70solicitation



The screenshot shows the GSA IT Schedule 70 Solicitation page. The page header includes the GSA logo and navigation tabs: HOME, BUILDINGS, PRODUCTS, SERVICES, TECHNOLOGY, POLICY, and ABOUT GSA. The main content area is titled "Solicitation: GSA IT Schedule 70" and includes a breadcrumb trail: Home > About GSA > Acquisition Solutions > Technology Contracts > IT Schedule 70 > Solicitation: GSA IT Schedule 70. The page describes the Solicitation library and provides links to "GSA Schedule 70 Solicitation" and "Reference". A table lists the documents available in the library, including "Information Technology Solicitation" and "Sample Pricelist for IT Solicitation". The right sidebar contains sections for "CONTACTS", "ACQUISITION SOLUTIONS", "e-TOOLS", and "GSA EVENTS".

GSA Schedule 70 Solicitation

Doc ID	Name	Format	Size	Publish Date
	Information Technology Solicitation Refresh 19	Other	314k	5/25/2006

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Reference

Doc ID	Name	Format	Size	Publish Date
	Sample Pricelist for IT Solicitation Refresh 19	Word	209k	6/9/2006
	How to Prepare a Quality Offer Presentation Presentation from quarterly "How to Prepare a Quality Offer" seminar	PowerPoint	862k	6/9/2006
	Sample Section G.4	Word	33k	6/9/2006

CONTACTS

IT Center Hotline
(703) 605-2700
Fax (703) 605-9839
IT_Center@gsa.gov
[View Contact Details](#)
[Organization Page](#)

Additional Contacts For
[IT Acquisition Center](#)

ACQUISITION SOLUTIONS

Schedules
[For Customers - Ordering from Schedules](#)
[For Vendors - Getting on Schedule](#)

Supply
[GSA Global Supply](#)

e-TOOLS
[Schedules e-Library](#)
[GSA Advantage®](#)
[e-Buy](#)
[eOffer/eMod](#)
[Vendor Support Center](#)

GSA EVENTS
[IT Acquisition Center Events Calendar](#)

Where to Start

• Obtain Solicitation

2) Go to www.fbo.gov

The screenshot shows the FedBizOpps website homepage. The browser address bar displays <http://www.fbo.gov/>. The page header features the text "Fed Biz Opps" and "Federal Business Opportunities" above a banner image of the U.S. Capitol dome and an American flag. The main content area includes a central paragraph about the site's purpose, a section for Hurricane Emergency Contracting Information, and two buttons for "BUYERS" and "VENDORS". The left sidebar contains navigation links under "Find Business Opportunities", "General Information", "Privacy and Security Statement", and "FedBizOpps News". The right sidebar contains "Related Links" and "Contact Information".

Address <http://www.fbo.gov/> Go Links >>

Fed Biz Opps

Federal Business Opportunities

★ **Find Business Opportunities**

★ **General Information**

- ▶ Section 508 Vendor Notice
- ▶ Interface Description
- ▶ Procurement Classification Codes
- ▶ Management Responsibility
- ▶ Frequently Asked Questions

★ **Privacy and Security Statement**

- ▶ Privacy and Security Statement

★ **FedBizOpps News**

- ▶ What's New?
- ▶ FBO Awards
- ▶ 508 Compliance

FedBizOpps.gov is the single government point-of-entry (GPE) for Federal government procurement opportunities over \$25,000. Government buyers are able to publicize their business opportunities by posting information directly to FedBizOpps via the Internet. Through one portal - FedBizOpps (FBO) - commercial vendors seeking Federal markets for their products and services can search, monitor and retrieve opportunities solicited by the entire Federal contracting community.

Hurricane Emergency Contracting Information

Click [HERE](#) for information on registering your business capabilities to assist in the Hurricane disaster relief efforts.

Related Links

- ▶ Business Partner Network (BPN)
- ▶ Central Contractor Registration (CCR)
- ▶ Demo FBO
- ▶ Federal Agency Business Forecasts
- ▶ Federal Assets Sales
- ▶ Federal Grants
- ▶ Firstgov
- ▶ Minority Business Development Agency
- ▶ SUB - Net (Subcontracting Opportunities)
- ▶ IAE
- ▶ FedTeds
- ▶ Vendor Notification Service

★ **Contact Information**

- ▶ Email: fbo.support@gsa.gov
- ▶ Phone: 877-472-3779 (Toll Free)

BUYERS **VENDORS**

E-GOV The FedBizOpps Team is committed to Section 508-compliant accessibility. Integrated Acquisition Environment IAE

Refresh #19

- 1. Solicitation: Section A - G**
- 2. Attachment 1: Guidelines FSS IT Schedule Pricelist**
- 3. Attachment 2: Past Performance (Dun & Bradstreet Open Rating report)**
- 4. Attachment 3: Subcontracting Plan (for Large Businesses only)**

Sections of the Solicitation

Section A: *Continuation of Standard Form 1449.*

- * Assist contractors to determine business size
- * Require contractors to indicate their NAICS codes for each Special Item Number (SIN) being offered which are the following:
 - 132-60: Access Certification for Electronic Services (ACES) Program
 - 132-61: PKI Shared Service Provider (SSP) Program
 - 132-62: HSPD-12 Product and Service Components

Sections of the Solicitation

Section B: *Schedule of Items.*

- * Require contractors to indicate if they would like to participate in Cooperative Purchasing

Cooperative Purchasing – Section 211 of the E-Government Act of 2002 allows for state and local government entities to purchase from GSA Schedule 70 and Consolidated contracts containing IT SINs.

- * Require contractors to identify the SINs being offered

Sections of the Solicitation

Section C: *Contract Clauses*

These are the provisions, terms and conditions that will become part of your contract. Here are some examples:

- * C.12 – Delivery Prices (F-FCI-202-G)(MAY 2003)

Prices offered must cover delivery to destinations located within 48 contiguous states and District of Columbia.

Sections of the Solicitation

Section C: *Contract Clauses*

* C.23 – Industrial Funding Fee and Sales Reporting
(GSAR 552.238-74) (Jul 2003)

The contractor is responsible for reporting all contract sales under this contract and paying the IFF .75% or .0075.

Sections of the Solicitation

Section C: *Contract Clauses*

* C.27 – Economic Price Adjustment-FSS Multiple Award Schedule Contracts

- May request price increases on or after 12 months of contract period
- No more than three (3) increases during 12-month period
- Aggregate of increases during 12-month period shall not exceed 10%

Sections of the Solicitation

Section D: *Contract Terms and Conditions*

Alert contractor that it shall comply with various FAR clauses, which are incorporate by reference, to implement provisions of law or Executive Orders applicable to acquisitions of commercial items.

- * 52.222-26 Equal Opportunity
- * 52.222-1 Service Contract Act of 1965

Sections of the Solicitation

Section E: *Solicitation Provisions*

- * Provide instruction on preparation and submission of an offer to GSA.
- * Indicate that if exceptions are taken from the solicitation or GSA schedule pricelist, than justification/rationales are needed.

Sections of the Solicitation

Section F: *Evaluation*

Explain what contractors need to submit for evaluation such as the following:

- * F.2 – Past Performance (F-FCI-003) (Mar 2005)
To assist Government in assessing contractor's past performance, contractor is required to submit a Dun & Bradstreet Open Rating report.

Sections of the Solicitation

Section F: *Evaluation*

* F.5 – Information Technology (IT) Professional Services – Past Performance Responsibility Determination (F-FCI-005) (Mar 2005)

For Government to determine if the contractor is responsible, the contractor must provide its current corporate experience in IT Professional Services and information about its organizational structure.

Sections of the Solicitation

Section G: *Offeror Supplied Information*

Explain what other information contractors need to submit. Here are some examples:

- * G.1 – Offeror Representations and Certifications-Commercial Items (FAR 52.212-3)(MAR 2005)(Deviation)

This is for contractor to represent and certify their business size, ORCA, Federal Tax ID.

Sections of the Solicitation

Section G: *Offeror Supplied Information*

* G.4 – Commercial Sales Practices Format (CSP-1)

This is for contractor to provide to the Government sufficient evidence that it has established commerciality in the area of the specific SIN(s) being offered.

Submission of Offer

A. Checklist

The following clauses need to have a response inserted:		
Section:	Description:	✓ Check One:
A.3(c)	North American Industry Classification System (NAICS)	YES <input type="checkbox"/> NO <input type="checkbox"/>
B.2	Cooperative Purchasing	YES <input type="checkbox"/> NO <input type="checkbox"/>
B.2	Products & Services Offered	YES <input type="checkbox"/> NO <input type="checkbox"/>
C.4	Scope of Contract (Eligible Ordering Activities)	YES <input type="checkbox"/> NO <input type="checkbox"/>
C.12	Delivery Prices	YES <input type="checkbox"/> NO <input type="checkbox"/>
C.13	Commercial Delivery Schedule	YES <input type="checkbox"/> NO <input type="checkbox"/>
C.64	Contact for Contract Administration	YES <input type="checkbox"/> NO <input type="checkbox"/>
G.1	<u>Offeror</u> Representations and Certifications – Commercial Items	YES <input type="checkbox"/> NO <input type="checkbox"/>
G.4	Commercial Sales Practices Format	YES <input type="checkbox"/> NO <input type="checkbox"/>
G.5	Authorized Negotiators	YES <input type="checkbox"/> NO <input type="checkbox"/>
G.7	Ordering Information	YES <input type="checkbox"/> NO <input type="checkbox"/>
G.8	Contractor's Remittance (Payment) Address	YES <input type="checkbox"/> NO <input type="checkbox"/>
G.9	Place of Performance	YES <input type="checkbox"/> NO <input type="checkbox"/>
G.12	Exemption from Application of Service Contract Act for Maintenance Contracts	YES <input type="checkbox"/> NO <input type="checkbox"/>

Submission of Offer

B. G.4 – Commercial Sales Practices Format

Commercial Practices Chart

NOTE: The attached Commercial Practices Chart is designed to facilitate the offeror's response to Paragraph G.4 of the solicitation. If space on the chart is insufficient for a complete response, the offeror should provide any necessary attachments to explain standard discount and pricing policies, quantity or volume of sales, as well as any concessions, for each special item number offered. (If the offeror does not sell to a particular type of customer, indicate "Does Not Sell To This Type Of Customer" across the row.) For any types of customers not identified on the chart, the offeror should specifically identify such customers under "Others."

Special Item Number: _____

TYPE OF CUSTOMER	STANDARD DISCOUNTS & PRICING POLICIES	NON-STANDARD DISCOUNTS, INCLUDING DEGREE & FREQUENCY	FOB Point	Concessions	Warranty	% of Gross
Distributors(sell only to Dealers/Resellers)						
Dealers/Resellers(resell to end users)						
VAR/System Integrators						
Original Equipment Manufacturers						
State & Local Governments						
Educational & Nonprofit Institutions						
National & Corporate Accounts						
Commercial End Users						
Other: (Specify)						
Proposed GSA Discounts						



Submission of Offer

B. G.4 – Commercial Sales Practices Format

* This is for IT Professional Services

	GOVERNMENT OR COMMERCIAL CONTRACT AND CONTRACT NUMBER	CONTRACT PERFORMANCE BEGIN / ENG	POINT OF CONTACT AND TELEPHONE & EMAIL ADDRESS	CONTRACT TYPE (E.G.: FIRM FIXED; COST PLUS: ETC.)	SUB OR PRIME (IF SUB, DISCLOSE RATE TO PRIME)
CONTRACT #1					
CONTRACT #2					
CONTRACT #3					

[illegible]

Submission of Offer

C. Small Business Subcontracting Plan (if applicable)

*Please refer to Attachment III for guidelines.

D. One copy of current published pricelist

E. Two copies of Proposed IT Schedule Pricelist per Refresh #19

* Please refer to Attachment I for guidelines

F. Duns & Bradstreet Open Rating Report



Information for Dealers

Please refer to E.4 and G.4 for further information.

- 1) Need to submit a signed letter of commitment from the manufacturer (Letter of Supply)
- 2) Manufacturer's Commercial Sales Practices Chart
- 3) Dealer's Commercial Sales Practices Chart
- 4) Manufacturer's commercial pricelist
- 5) Qualification letter from manufacturer (if applicable)



Information for Dealers

Please refer to E.4 and G.4 for further information.

5) Dealer's spreadsheet

[illegible]



HSPD-12 Information

132-62: HSPD-12 Product and Service Components

- * Managed Services
- * Pure Integration Services
- * Turnkey Solutions
- * FIPS -201 Products & Services



HSPD-12 Information

Example of Qualification Letter

Enrollment and Registration Services and Products		P	F	Not Evaluated
1	Hardware and Software Products	X		
2	Deployment Services	X		
3	Managed Services	X		
Systems Infrastructure Services and Products		P	F	Not Evaluated
1	Hardware and Software Products	X		
2	Deployment Services	X		
3	Managed Services	X		
Card Management and Production Services and Products		P	F	Not Evaluated
1	Hardware and Software Products	X		
2	Deployment Services	X		
3	Managed Services	X		
Card Activation and Finalization Services and Products		P	F	Not Evaluated
1	Hardware and Software Products	X		
2	Deployment Services	X		
3	Managed Services	X		
Systems Integration Services and Products		P	F	Not Evaluated
1	"Pure" Integration Services	X		
2	"Turn-Key Integrated Services and Products	X		
3	Managed Services	X		
Physical Access Control Services and Products (PACS)				X
Logical Access Control Services and Products (LACS)				X
Professional Services				X
Approved FIPS 201 Compliant Services and Products		P	F	Not Evaluated
1				X
2				X
3				X



THANK YOU!